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GRADE 13

Departmental Examinations

REGULATION 85

of Revised Regulations of Ontario, 1960

as amended by

O. Reg. 144/61, O. Reg. 10/62, O. Reg. 34/62

O. Reg. 52/63, and O. Reg. 113/64

1964

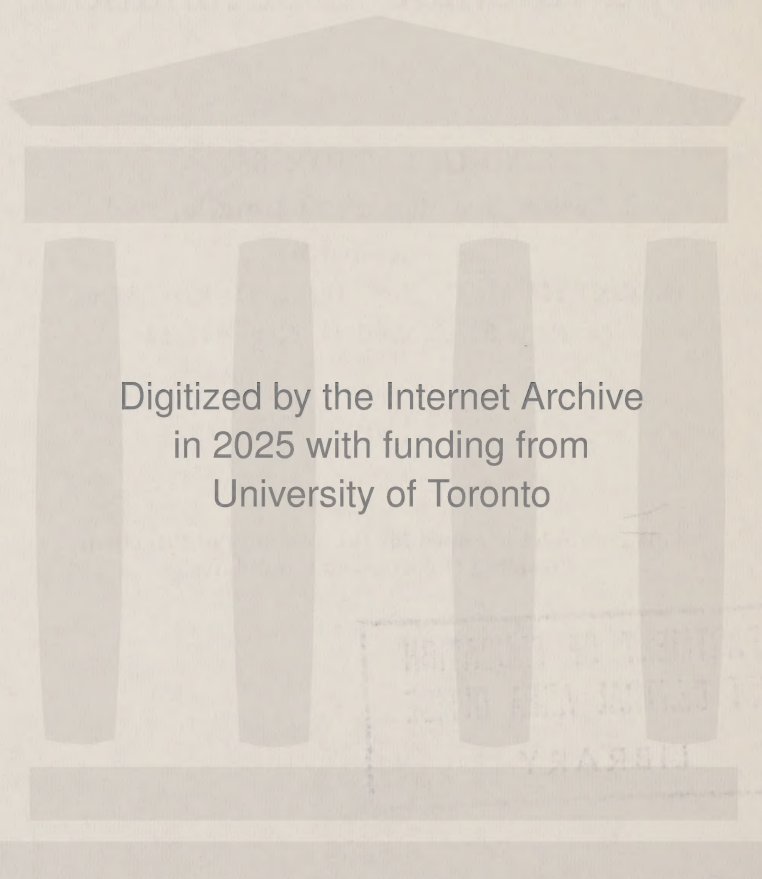
This Pamphlet is issued for the guidance of Principals,
Presiding Officers, and Candidates.

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GRADE 13
DEPARTMENTAL EXAMINATIONS

INTERPRETATION

1. In this Regulation,

- (a) "application" means an application to write one or more Grade 13 examinations;
- (b) *Revoked.*
- (c) "candidate" means a candidate for the Grade 13 examinations;
- (d) "examination centre" means an examination centre at which Grade 13 examinations are held;
- (e) "Grade 13 examinations" means Grade 13 Departmental examinations;
- (f) "presiding officer" includes a chief presiding officer and an assistant presiding officer;
- (g) "Registrar" means the Registrar of the Department. O. Reg. 45/59, s. 1; O. Reg. 34/62, s. 1.

EXAMINATION CENTRES

2.—(1) Grade 13 examinations shall be held annually at each high school and at such other centres as the Minister may approve upon the recommendation of the Registrar.

(2) The Minister may establish an examination centre at an Ontario university.

(3) The Minister shall pay the expenses of Grade 13 examinations that are held at an Ontario university. O. Reg. 45/59, s. 2.

3.—(1) With the approval of the Minister, the authorities of a private school may establish an examination centre at the private school.

(2) Before an examination centre is established at a private school, the principal shall, before the 20th day of March, give a written undertaking to the Registrar to,

- (a) pay the expenses of the Grade 13 examinations;
- (b) keep the examination centre open for all examinations for which his pupils are candidates; and

- (c) agree that the approval of the Minister to the establishment of a centre be withdrawn if the report of the inspection made under subsection 1 of section 12 of Ontario Regulation 142/61 is not satisfactory. O. Reg. 34/62, s. 2; O. Reg. 52/63, s. 1.

(3) The rate of pay for a chief presiding officer and an assistant presiding officer under subsection 3 of section 2 is \$15 a day and \$12 a day, respectively.

(4) Grade 13 examinations at a private-school examination centre shall be conducted under this Regulation. O. Reg. 45/59, s. 3.

EXAMINATION TIME-TABLE

4. The Grade 13 examinations shall be held in accordance with a time-table issued by the Minister. O. Reg. 45/59, s. 4.

APPLICATION FOR ADMISSION TO EXAMINATIONS

5.—(1) On or before the 13th day of April, every candidate shall file an application in Form 1 and a statement in Form 2 with the principal of the school at which he proposes to write the examinations. O. Reg. 144/61, s. 1; O. Reg. 52/63, s. 2; O. Reg. 113/64, s. 1.

NOTE: Form 1 and Form 2 refer to the application form for the annual Departmental examinations and the candidate's statement which is attached to the application. (Examination Form 68 and 69.)

(2) Where a candidate desires to write the examinations at any university where an examination centre has been established, he shall submit his application to the registrar of the university concerned.

NOTE: A centre will be established at the University of Toronto in 1963 for privately-prepared candidates.

(3) No application shall be sent to the Department. O. Reg. 45/59, s. 5.

6. Where a candidate presents himself at any examination centre other than the centre nearest his usual place of residence, his application shall be refused unless his explanation for so presenting himself is satisfactory to the chief presiding officer. O. Reg. 45/59, s. 6.

7.—(1) Where a candidate has submitted his application and subsequently desires to write one or more Grade 13 examinations at an examination centre other than the centre at which he originally applied, he shall, through his principal, make application in writing to the Registrar for permission to do so, at least ten days prior to the examination concerned.

(2) Under subsection 1 a candidate who fails to make application to the Registrar shall be regarded as a late candidate. O. Reg. 45/59, s. 7.

8. A candidate for a university scholarship shall,

- (a) make special application for the scholarship examinations to the registrar of the university concerned; and
- (b) make application for the examinations to the principal of the school at which he proposes to write. O. Reg. 45/59, s. 8.

ADMISSION OF LATE CANDIDATES

9.—(1) A candidate who neglects to file his application on or before the 13th day of April shall be known as a late candidate. O. Reg. 71/60, s. 1 (1); O. Reg. 144/61, s. 2 (1); O. Reg. 52/63, s. 3 (1); O. Reg. 113/64, s. 2 (1).

(2) A late candidate may make application to the chief presiding officer who shall admit him to the examinations if,

- (a) his application meets the requirements of this Regulation;
- (b) accommodation is available;
- (c) there is a sufficient number of papers; and
- (d) the candidate pays a late fee of \$5. O. Reg. 45/59, s. 9 (2); O. Reg. 71/60, s. 1 (2); O. Reg. 34/62, s. 3.

(3) Where a candidate desires to write a Grade 13 paper in addition to the papers for which he made application by the 13th day of April, he shall not be charged a late fee. O. Reg. 45/59, s. 9 (3); O. Reg. 144/61, s. 2 (2); O. Reg. 52/63, s. 3 (2); O. Reg. 113/64, s. 2 (2).

EXAMINERS-IN-CHIEF

10. The Minister shall appoint examiners-in-chief to set the question papers for the Grade 13 examinations. O. Reg. 45/59, s. 10.

11.—(1) The Minister may designate an examiner-in-chief one year in advance of the date upon which he is to assume his duties.

(2) An examiner-in-chief designated under subsection 1 shall be referred to as an examiner-in-chief designate.

(3) An examiner-in-chief designate is an associate examiner during his term of office. O. Reg. 45/59, s. 11.

THE SUPERVISING BOARD

12.—(1) A supervising examination board to be known as "The Supervising Board" is established for the purpose of reviewing the question papers and the marking schemes for the Grade 13 examinations. O. Reg. 45/59, s. 12 (1).

(2) The Supervising Board shall consist of twenty members, of whom ten shall be members of the staffs of the Ontario universities and ten shall be representatives of the Minister. O. Reg. 187/60, s. 1.

(3) The Minister shall appoint the members of The Supervising Board. O. Reg. 45/59, s. 12 (3).

QUESTION PAPERS

13.—(1) One question paper shall be set in each of algebra, geometry, trigonometry and statics, history, physics, chemistry, botany, zoology, music, mathematics of investment, accountancy practice, secretarial practice, geography, art and problems.

(2) Two question papers shall be set in each of English, Français, French, German, Greek, Italian, Latin, Spanish and Russian. O. Reg. 34/62, s. 4; O. Reg. 113/64, s. 3 (1, 2).

(3) The question papers in Latin shall be set in English and in French. O. Reg. 144/61, s. 3.

14. Optional questions shall be given on the question paper in history and may be given on any other question paper. O. Reg. 45/59, s. 14.

15. The question paper in English literature shall include questions on passages selected from the Grade 13 course of study in English literature and may include questions on sight passages. O. Reg. 45/59, s. 15.

16.—(1) The question papers in French, German, Greek, Italian, Latin, Spanish and Russian shall include questions on,

(a) sight passages; and

(b) passages selected from the Grade 13 courses of study. O. Reg. 34/62, s. 5.

(2) The question paper in French authors shall include a test in dictation and a test in listening comprehension, both of which shall be recorded on the dictation record. O. Reg. 45/59, s. 1; O. Reg. 113/64, s. 4.

REPORTS ON CANDIDATES

17.—(1) On the Friday preceding the commencement of the Grade 13 June examinations,

(a) the principal and teachers of,

(i) a secondary school or an inspected private school, or

(ii) a night school connected with a secondary school or an inspected private school; and

- (b) the Director of the Departmental Correspondence Courses,

shall submit to the Registrar a report in Form 3 for the school year on pupils who are candidates for the Grade 13 examinations.

(2) Where a school has two or more forms, classes or groups taking a Grade 13 course of study, each form, class or group shall be reported separately.

(3) The report shall include for each candidate confidential marks which in the opinion of the principal and teachers or the director, as the case may be, indicate the candidate's proficiency in each paper for which he is a candidate.

(4) Where the confidential mark in a paper is less than 35, the principal or the director, as the case may be, shall notify the candidate in writing and shall report the notification to the Registrar in Form 4a.

(5) A candidate who is notified regarding his confidential mark in a paper under subsection 4 shall pay a fee of \$5 if he writes the examination in that paper.

(6) A private-study candidate for whom no confidential mark is submitted for a paper under subsection 3 shall pay a fee of \$5 if he writes the paper.

(7) The Director of the Departmental Correspondence Courses shall give each of his Grade 13 candidates a statement regarding the confidential mark submitted on his behalf, for presentation to the chief presiding officer.

(8) On the last day of the Grade 13 examinations, the chief presiding officer shall forward to the Registrar a cheque or money order in favour of the Treasurer of Ontario for the amount of the fees collected from candidates under this section.

(9) Where a candidate who has been notified under subsection 4 obtains at least 50 marks on the paper concerned, the Deputy Minister shall return to him the fee that he paid under subsection 5 or 6. O. Reg. 34/62, s. 6.

NOTE: Form 3 refers to the Grade 13 Teachers' Report form (Examination form 141B or 141B Special), and Form 4a refers to Examination form 170 (a).

17a. On the Friday preceding the commencement of the Grade 13 June examinations, the principal of a secondary school or an inspected private school shall submit to the Registrar on behalf of each candidate for the Grade 13 examination in art a portfolio approximately 24 inches by 18 inches containing five pieces of flat work produced in regular school classes during the current school year and certified in each case by the art teacher and the principal as being the candidate's own unaided work. O. Reg. 113/64, s. 5.

PRESIDING OFFICERS

18.—(1) The principal of a secondary school shall be the chief presiding officer in his own school.

(2) The principal of a private school that is an examination centre shall be the chief presiding officer in his own school. O. Reg. 45/59, s. 18.

19. The chief presiding officer shall,

(a) assign the duties of his assistant presiding officers in a fair manner; and

(b) arrange that a teacher does not preside over pupils writing an examination for which he has prepared them. O. Reg. 45/59, s. 19.

20.—(1) Subject to subsections 3 and 4, the teachers of a secondary school shall be assistant presiding officers.

(2) Subject to subsections 3 and 5, the teachers of a private school that is an examination centre shall be assistant presiding officers for the examination centre.

(3) Every assistant presiding officer shall hold a certificate or a Letter of Standing qualifying him to teach in a secondary school in Ontario.

(4) A teacher in respect of whom a Letter of Permission has been issued by the Minister for the current school year shall not act as an assistant presiding officer.

(5) Notwithstanding subsection 3, where there is not a sufficient number of qualified presiding officers on the staff of a private school that is an examination centre, the secondary school inspector concerned shall nominate any additional assistant presiding officers that are required. O. Reg. 45/59, s. 20.

SHIPMENT AND CARE OF QUESTION PAPERS

21.—(1) The bag containing the question papers for the Grade 13 examinations and the package containing the dictation record for the examination in French authors shall be shipped by the Registrar by express, charges collect, to the home address of the chief presiding officer or to the examination centre as the chief presiding officer may direct, at least seven days before the commencement of the examinations.

(2) At the same time as he ships the bag containing the question papers and the package containing the dictation record, the Registrar shall mail to the chief presiding officer at his home address a card stating the place to which the bag and the package have been shipped. O. Reg. 45/59, s. 21.

22.—(1) Upon the receipt of the bag containing the question papers and the package containing the dictation record, the chief presiding officer is responsible for their safe-keeping and their contents.

(2) The chief presiding officer shall,

(a) check the seal of the bag to see that it is intact and that the words "Ed. Dept. Ont. Can." are printed thereon; and

(b) open the bag by cutting the cord.

(3) When he opens the bag, the chief presiding officer shall verify the subjects and the number of question envelopes with the time-table of the examinations and with the lists of candidates.

(4) When any question envelope is missing, the chief presiding officer shall telegraph the Registrar immediately.

(5) The chief presiding officer shall remove the dictation record from the package, but he shall not remove the record from the plastic bag in which it is sealed.

(6) When the record is found to be damaged, the chief presiding officer shall telegraph the Registrar immediately. O. Reg. 45/59, s. 22.

23.—(1) The bag containing the question papers and the package containing the dictation record shall be placed in a safe or locked in a room or cupboard.

(2) The windows of a room in which the bag or the package is locked shall be kept fastened and the doors shall be locked by cylinder locks.

(3) Where the chief presiding officer is not satisfied with the precautions for safe-keeping under subsections 1 and 2, he shall fasten a padlock and chain around the neck of the bag in such a way as to make it impossible for anyone to gain access to its contents except by ripping it open.

(4) The chief presiding officer shall keep in his possession,

(a) the keys of the room or cupboard in which the bag or the package is locked; and

(b) the keys of the padlock used for the safe-keeping of the bag.

(5) The chief presiding officer is personally responsible to the Minister for the safe-keeping of the question papers and the dictation record. O. Reg. 45/59, s. 23.

CONFERENCE OF PRESIDING OFFICERS

24. Before the first day of the Grade 13 examinations, the chief presiding officer shall call a meeting of his assistant presiding officers and carefully review the examination instructions, making sure that each instruction is thoroughly understood and that the assistant presiding officers are fully conversant with their duties. O. Reg. 45/59, s. 24.

EXAMINATION ARRANGEMENTS

25.—(1) At least two days before the Grade 13 examinations begin, the chief presiding officer shall satisfy himself that the board or the authorities of the private school, as the case may be, have made the necessary arrangements for the examinations.

(2) The chief presiding officer shall rent a clock for each examination room in which the board has not placed a clock and charge the cost thereof as part of the examination expenses.

(3) The clocks shall be left in the examination rooms until the close of the examinations. O. Reg. 45/59, s. 25.

26.—(1) During a Grade 13 examination diagrams and maps shall be removed from the examination room and all books and papers shall be removed from the desks.

(2) All arrangements shall be completed and the necessary stationery distributed at least fifteen minutes before the time appointed for the commencement of the first examination and at least five minutes before the time appointed for the commencement of each of the other examinations. O. Reg. 45/59, s. 26.

SEATING OF CANDIDATES

27.—(1) Candidates shall be seated at least five feet apart in the examination room.

(2) For the examination in French authors not more than thirty candidates shall be seated in a gymnasium, examination hall or other room. O. Reg. 45/59, s. 27; O. Reg. 52/63, s. 4.

FAILURE OF CANDIDATES TO APPEAR FOR EXAMINATIONS

28. Where a candidate fails to appear for an examination within one hour after the examination commences, the presiding officer shall not permit him to write the examination. O. Reg. 45/59, s. 28.

OPENING OF QUESTION ENVELOPES

29.—(1) Immediately prior to opening a question envelope in a subject for which candidates have appeared, the chief presiding officer shall hand the envelope to two witnesses and ask them to examine carefully the seals, flaps and edges and satisfy themselves that the envelope has not been tampered with or opened.

(2) The witnesses shall be assistant presiding officers or candidates. O. Reg. 45/59, s. 29.

30.—(1) A question envelope for a subject for which no candidate has appeared shall not be opened but shall be returned to the Registrar under section 51.

(2) At the time appointed for a Grade 13 examination to commence, the chief presiding officer shall open the question envelope for a subject for which candidates have appeared, take out the question papers, and hand the empty envelope to the witnesses who examined the question envelope before it was opened.

(3) The witnesses shall examine the inside of the envelope in order to satisfy themselves that it has not been tampered with. O. Reg. 45/59, s. 30.

31.—(1) After the witnesses have completed their examination of the question envelope, they shall sign the declaration on the back of the envelope.

(2) Where the witness observes any particular that is not in accordance with the declaration, he shall note it below the declaration on the lower flap of the envelope. O. Reg. 45/59, s. 31.

DUTIES OF PRESIDING OFFICERS

32.—(1) The chief presiding officer shall open only the question envelope required for the immediate examination.

(2) The chief presiding officer shall see that each candidate receives one question paper.

(3) Question papers other than those that the candidates receive shall not be taken out of the examination room until at least one hour after the question papers are handed out to the candidates. O. Reg. 45/59, s. 32.

33. The presiding officer shall add the names of any additional candidates to the names on the official list. O. Reg. 52/63, s. 5.

NOTE: The Official list is Exam. form 108B.

34. During an examination,

- (a) presiding officers and candidates shall be the only persons allowed in the examination room;
- (b) at least one presiding officer shall remain in the examination room with the candidates;
- (c) no conversation or noise that might disturb the candidates shall be allowed in the vicinity of the examination room; and

- (d) the presiding officer shall take every reasonable precaution to prevent collusion between candidates. O. Reg. 45/59, s. 34.

35.—(1) The presiding officer shall,

- (a) explain to the candidates the manner in which the name slips are to be attached to the answer envelopes;
- (b) exercise the utmost care in,
 - (i) distributing the proper number and kind of envelopes and examination books, and
 - (ii) accounting for envelopes and examination books that he has distributed;
- (c) exercise vigilance while the candidates are writing; and
- (d) take every reasonable precaution to make it impossible for this Regulation to be contravened without his knowledge.

(2) The presiding officer shall not,

- (a) remain seated but shall move about and observe candidates from different parts of the room;
- (b) give his attention to any matter that does not pertain to his duties as presiding officer; or
- (c) preside over more than thirty candidates. O. Reg. 52/63, s. 6.

36.—(1) At the expiration of the time allotted for an examination, the presiding officer shall,

- (a) direct the candidates to stop writing;
- (b) have the candidates,
 - (i) place their answer papers in the answer envelopes in accordance with section 61, and
 - (ii) hand in their answer envelopes immediately; and
- (c) as each answer envelope is handed in,
 - (i) carefully note the superscription on the answer envelope, and
 - (ii) check the superscription on the answer envelope by entering the figure "1" on the tally list opposite the name of the candidate and under the name of the subject.

(2) The presiding officer shall not allow an answer envelope to be opened after it has been handed in. O. Reg. 45/59, s. 36.

37. While receiving and checking answer envelopes at the close of the examination, the presiding officer shall take every reasonable precaution to prevent collusion between candidates. O. Reg. 45/59, s. 37.

38. At the close of the examination in each subject the presiding officer shall,

- (a) remind the candidates not to take any part of their examination answer books out of the room; and
- (b) inspect each desk in order to satisfy himself that no candidate has omitted to hand in all his answer books. O. Reg. 52/63, s. 7.

39.—(1) Where, through illness, a candidate withdraws from the examination room without handing in an answer book, the presiding officer shall note it on the tally list.

(2) The presiding officer shall make a note on the tally list in the case of a candidate who refuses to hand in an answer book. O. Reg. 45/59, s. 39.

40.—(1) The chief presiding officer shall,

- (a) place the answer papers in the bag in which the question papers were received; and
- (b) keep the bag locked in a safe or a room.

(2) The windows of a room in which the bag is locked shall be kept securely fastened and the doors shall be locked by cylinder locks.

(3) The chief presiding officer shall keep in his possession the keys to the room in which the bag is locked. O. Reg. 45/59, s. 40; O. Reg. 113/64, s. 6 (1, 2).

SUPPLIES

41. The board or the authorities of the private school, as the case may be, shall supply for the Grade 13 examinations,

- (a) examination books, pens, blotting paper, blue or black ink of a uniform colour, and squared paper with a gummed margin at the top of the reverse side of the sheet;
- (b) five-figure logarithmic and interest tables;
- (c) music manuscript-paper; and
- (d) a $33\frac{1}{8}$ revolutions per minute record-player for each room in which the French authors examination is to be written, unless the school's public address system is to be used for the test in dictation and the test in listening comprehension. O. Reg. 45/59, s. 41; O. Reg. 71/60, s. 2; O. Reg. 113/64, s. 7.

42.—(1) At the beginning of an examination, the presiding officer shall give each candidate one examination book and one answer envelope.

(2) The presiding officer shall give a candidate additional examination books as required during the examination. O. Reg. 45/59, s. 42.

43. A candidate shall not bring into the examination room anything that might assist him in the examination he is writing. O. Reg. 45/59, s. 43.

44.—(1) The presiding officer shall,

- (a) see that the board or the authorities of the private school, as the case may be, provides a sufficient supply of,
 - (i) squared paper for the trigonometry and statics, algebra, geometry and physics examinations, and
 - (ii) music manuscript-paper for the music examination,
 - (iii) drawing paper for the art examination;
- (b) give each candidate one sheet of squared paper or of music manuscript-paper with a question paper requiring its use;
- (c) require a candidate to attach each sheet of squared paper to the top of one of the ruled pages of his examination book by means of the gummed margin on the reverse side of the sheet;
- (d) require a candidate to insert each sheet of music manuscript-paper in his examination book before he hands it in;
- (e) account for all sheets of squared paper or of music manuscript-paper;
- (f) see that each candidate for the trigonometry and statics examination, the algebra examination, and the geometry examination is provided with five-figure logarithmic and interest tables; and
- (g) see that each candidate for the mathematics of investment examination is provided with the seven-figure logarithmic and interest tables issued by the Minister. O. Reg. 144/61, s. 4; O. Reg. 113/64, s. 8.

(2) The presiding officer may give a candidate additional sheets of squared paper or of music manuscript-paper, one at a time. O. Reg. 45/59, s. 44.

REPORTS TO THE REGISTRAR

45.—(1) At the close of each Grade 13 examination the presiding officer shall complete Form 4.

NOTE: Form 4 refers to the Declaration and Diagrams form provided by the Department. (Examination Form 21.)

(2) The chief presiding officer shall, in the "Remarks" column, set out,

- (a) any particulars in which this Regulation has not been observed; and
- (b) any facts regarding the examination that he deems necessary to bring to the attention of the Registrar.

(3) Subject to subsection 2, the chief presiding officers shall sign a declaration that this Regulation has been observed.

(4) The presiding officer shall, on the diagram supplied by the Minister, show the position of the presiding officer and the seating arrangement of the candidates during the examination. O. Reg. 45/59, s. 45.

FEES AND STATEMENTS OF LATE CANDIDATES

46. On the last day of the Grade 13 examinations, the chief presiding officer shall forward to the Registrar,

- (a) by cheque or money order in favour of the Treasurer of Ontario, the fees received from late candidates; and
- (b) statements submitted by late candidates. O. Reg. 45/59, s. 46.

RETURN OF ANSWER PAPERS AND TALLY LISTS

47.—(1) The chief presiding officer shall,

- (a) except where the Registrar directs otherwise, arrange the answer envelopes so that,
 - (i) all the answer papers of a candidate can be sent to the Registrar in the same shipment, and
 - (ii) the answer envelopes can be sent to the Registrar in the order in which the names of the candidates appear in the tally list.

(2) The Registrar shall supply one elastic band or string-tie for each candidate's set of answer envelopes.

(3) The chief presiding officer shall securely tie the answer envelopes and the tally lists in parcels, place

them in a bag provided by the Minister, and return them promptly at the close of the examinations or as otherwise directed by the Registrar

(4) The bag in which the answer envelopes are forwarded to the Registrar shall be tied so that the words "The property of the Department of Education" appear on the outside of the bag.

(5) A shipping-tag shall be securely attached to the strap of the bag.

(6) The express charges shall be prepaid and no commercial value shall be placed on the bag or its contents. O. Reg. 45/59, s. 47.

RETURN OF REPORTS

48. The chief presiding officer shall place the reports in Form 4 and any reports on the illness of candidates or other special cases in a special envelope and forward them to the Registrar by mail on the same day that the bag containing the answer envelopes is forwarded. O. Reg. 45/59, s. 48.

NOTE: Form 4 refers to the Declaration and Diagrams form provided by the Department. (Examination Form 21.)

RETURN OF SURPLUS MATERIAL

49. At the close of the Grade 13 examinations, the chief presiding officer shall retain the surplus question papers in any subject for which candidates have appeared. O. Reg. 45/59, s. 49.

50. The chief presiding officer shall return the surplus answer envelopes and name slips to the Registrar in one of the bags used for returning answer envelopes. O. Reg. 45/59, s. 50.

51. The packages of empty question envelopes and any unopened question envelopes shall be tied together in a parcel and returned to the Registrar in the bottom of one of the bags used for returning answer envelopes. O. Reg. 45/59, s. 51.

NOTE: Chief presiding officers are advised that "any unopened question envelopes" referred to in regulation 51 above are those in subjects for which no candidates appeared. Such envelopes must not be opened. On their return to the Department they are checked as part of the procedure followed in safeguarding the integrity of the examinations.

EXPENSES OF THE EXAMINATIONS

52. Upon the certificate of the principal, the board of a school or the authorities of a private school, as the case may be, in which Grade 13 examinations are held shall pay the incidental expenses of the examinations including,

- (a) the express charges for shipping the bags containing question papers and answer papers;
- (b) the cost of examination supplies; and
O. Reg. 45/59, s. 52.
- (c) the payment of presiding officers. O. Reg. 52/63, s. 8.

INSTRUCTIONS TO CANDIDATES AND PRESIDING
OFFICERS

53. Before the commencement of the Grade 13 examinations every principal shall,

- (a) inform his candidates that they are expected to make themselves familiar with the instructions printed on the time-table; and
- (b) take such steps as he considers advisable to explain this Regulation to the candidates.
O. Reg. 45/59, s. 53.

54.—(1) Each candidate shall satisfy the presiding officer as to his personal identity.

(2) The chief presiding officer shall report to the Registrar any person attempting to impersonate a candidate. O. Reg. 45/59, s. 54.

55.—(1) Every candidate shall be in his appointed place before the time fixed for the commencement of an examination.

(2) Where a candidate does not present himself until after the time fixed for the commencement of an examination, he shall not be allowed any additional time to write that examination.

(3) No candidate shall enter the examination room more than an hour after an examination begins.

(4) The chief presiding officer may refuse to admit a candidate after the commencement, but before the end of the first hour of an examination, if he has reason to suspect collusion between the candidate and another candidate. O. Reg. 45/59, s. 55.

56.—(1) No candidate shall leave the examination room until at least one hour after the question papers are handed out, unless attended by a presiding officer.

(2) Where a candidate leaves the examination room unattended by a presiding officer after the expiration of one hour from the commencement of an examination, he shall not be permitted to return for the remainder of the examination. O. Reg. 45/59, s. 56.

57.—(1) No candidate shall,

- (a) take into the examination room or have in his possession or in or on his desk anything from which he may derive assistance;
O. Reg. 52/63, s. 9 (1).

- (b) talk to another candidate during an examination;
- (c) give or receive assistance during an examination; or
- (d) tamper with the question papers before an examination or with the answer papers after an examination.

(2) Where a candidate contravenes subsection 1, his answer papers for the examinations for which he has made application shall be cancelled. O. Reg. 45/59, s. 57.

(3) Where the presiding officer obtains conclusive evidence of the contravention of subsection 1 at the time the contravention occurs, he shall,

- (a) require the candidate to leave the examination room immediately;
- (b) strike the candidate's name from the list of candidates; and O. Reg. 144/61, s. 5.
- (c) send to the Registrar at the close of the examinations the answer papers already written. O. Reg. 52/63, s. 9 (2).

(4) Where the evidence against a candidate is not conclusive at the time the contravention occurs or is not obtained until after the close of an examination, the presiding officer shall report the matter to the Registrar. O. Reg. 45/59, s. 57.

58.—(1) For the examinations in mathematics and physics a candidate shall provide himself with,

- (a) a ruler showing millimetres and sixteenths of an inch;
- (b) a pair of compasses; and
- (c) a protractor. O. Reg. 45/59, s. 58; O. Reg. 113/64, s. 9.

(2) For the art examination a candidate shall provide himself with the media of his choice other than oil. O. Reg. 113/64, s. 9.

59.—(1) A candidate shall not use any paper or book other than that provided by the presiding officer.

(2) A candidate shall print the name of the examination subject at the top of his examination book.

(3) No candidate shall,

- (a) write his name or any distinguishing mark or symbol on his examination book; or
- (b) tear any paper from his examination book or insert therein any matter not pertinent to the examination.

(4) A candidate shall not be permitted to use a slide-rule on any Grade 13 examination.

(5) A candidate shall not be permitted to use a stencil for the making of drawings or diagrams on any Grade 13 examinations. O. Reg. 45/59, s. 59.

60.—(1) The presiding officer shall not,

- (a) make any explanation or other statement regarding the probable meaning of any question on an examination paper; or
- (b) give any advice as to what question should be answered or the manner in which a question should be answered.

(2) During an examination the presiding officer shall not comment on any error that appears to have been made in the question paper.

(3) At the expiration of an examination a candidate may bring to the attention of the presiding officer any error that appears to have been made in a question paper.

(4) At the close of the examinations the presiding officer shall report to the Registrar any error in a question paper that is brought to his attention by a candidate. O. Reg. 45/59, s. 59.

61. Every candidate shall,

- (a) write his answers and his solutions on the ruled side of his examination book unless instructions to the contrary are given on the question paper;
- (b) where necessary, use the unruled side of his examination book for preparing answers in rough;
- (c) *Revoked.*
- (d) place his examination book in the envelope provided by the presiding officer;
- (e) seal the envelope;
- (f) write on the outside of the envelope the subject of the examination, the examination number assigned to him by the chief presiding officer and the number of answer books enclosed;
- (g) write his name in full, surname preceding, on the slip provided by the presiding officer;
- (h) securely fasten the slip to the envelope in accordance with the instructions of the presiding officer; and
- (i) hand in every answer book he has used. O. Reg. 45/59, s. 60; O. Reg. 71/60, s. 3; O. Reg. 34/62, s. 7; O. Reg. 113/64, s. 10.

62.—(1) Where the illness of a candidate affects his examination, he may request the chief presiding officer to report full particulars to the Registrar.

(2) Within two days after the close of the examinations the chief presiding officer shall report to the Registrar full particulars on the illness of the candidate.

(3) The report of the chief presiding officer shall be accompanied by,

(a) a medical certificate stating the nature of the illness and its time and duration; and

(b) details of any other occurrence that interfered with the candidate's examination.
O. Reg. 45/59, s. 61; O. Reg. 113/64, s. 11.

VALUATION OF ANSWER PAPERS

63. The answer papers shall be valued at the Department under the direction of the Minister.
O. Reg. 34/62, s. 8.

64.—(1) The maximum value of each Grade 13 examination paper is 100 marks.

(2) All the answer papers in a subject shall be valued according to a uniform scale of marks decided upon by the examiner-in-chief in consultation with the committee of associate examiners in charge, and subject to review by The Supervising Board.

(3) One mark shall be deducted for each error in spelling on an answer paper in English composition or English literature but not more than five marks shall be deducted for spelling errors on any one paper.

(4) When a paper is valued or revalued and at least 50 marks are obtained thereon, the candidate shall be granted credit standing for that paper. O. Reg. 34/62, s. 8.

SELECTION AND QUALIFICATION OF EXAMINERS

65.—(1) The answer papers of candidates shall be marked by boards of associate examiners selected by the Minister.

(2) The Minister may select not more than 15 per cent of the associate examiners from the staffs of private schools and universities in Ontario.

(3) Every associate examiner from the secondary schools shall,

(a) hold,

(i) a Permanent High School Assistant's Certificate or a High School Specialist's Certificate, granted before the 15th day of January in the year of his appointment, or

- (ii) a Permanent First Class Certificate where the Interim certificate was granted before the 1st day of September, 1936, and the Permanent certificate was granted before the 15th day of January in the year of his appointment;
- (b) have had at least two years of teaching experience in a secondary school in Ontario; and
- (c)
 - (i) be engaged in teaching one or more Grade 13 subjects in the day classes of a secondary school for the year during which he is appointed,
 - (ii) be the head of a department,
 - (iii) have taught one or more Grade 13 subjects in the day classes of a secondary school in the first or second school year next previous to the school year during which he is appointed, or
 - (iv) be engaged in teaching one or more Grade 13 subjects in the night classes of a secondary school.
- (4) Every associate examiner from a private school shall,
 - (a) have had at least two years of teaching experience in Ontario in a secondary school, a university or a private school; and
 - (b) be recommended by his principal.
- (5) Every associate examiner from a university shall,
 - (a) have had at least two years of teaching experience in Ontario as an instructor in a university or as a teacher in a secondary school or a private school; and
 - (b) be recommended by his principal or dean.

Section 66 was revoked by O. Reg. 34/62, s. 8.

Sections 67, 68 and 69 were revoked by O. Reg. 144/61, s. 7 (1).

Section 70 was revoked by O. Reg. 34/62, s. 9.

APPEALS

71.—(1) Where a candidate fails to obtain at least 50 marks on any Grade 13 examination written in June, he may have the paper re-read,

(a) by lodging an appeal in writing with the Minister before the 1st day of September in the year in which the examination was written; and O. Reg. 52/63, s. 10.

(b) by paying a fee of \$2.

(2) The appeal fee shall be refunded to a candidate whose appeal is successful.

Subsections 3 and 4 were revoked by O. Reg. 144/61.

STATEMENTS OF STANDING

72.—(1) The Minister shall issue a statement in Form 6 to a candidate setting out the marks obtained on each paper of the Grade 13 examinations with the exception of problems.

(2) From 75 to 100 marks, both inclusive, is first-grade proficiency standing.

(3) From 66 to 74 marks, both inclusive, is second-grade proficiency standing.

(4) From 60 to 65 marks, both inclusive, is third-grade proficiency standing.

(5) From 50 to 59 marks, both inclusive, is credit standing.

(6) Below 50 marks is a failure. O. Reg. 45/59, s. 72.

NOTE: If the statement of standing shows that the candidate has obtained 40% or more of the marks assigned to a paper in algebra, geometry, physics, chemistry, music or art, the candidate has Grade 12 standing in the paper concerned. If the statement of standing shows that the candidate has obtained 40% or more on each of the two papers in English or in a language, the candidate has Grade 12 standing in the subject concerned. Such standing may be applied towards eligibility for the Secondary School Graduation Diploma and will be accepted by principals for this purpose. Please note that standing in Grade 13 history or geography does not cover Grade 12 standing in these subjects.

73.—(1) The fee for a duplicate statement of standing is \$2 but not exceeding \$6 for any number of statements required by a person at any one time. O. Reg. 71/60, s. 5.

(2) No fee is payable by a person who requires a duplicate statement for rehabilitation purposes or enlistment in Her Majesty's forces. O. Reg. 45/59, s. 73 (2).

(3) The Registrar shall send to the Registrar of each Ontario university, as soon as the information is available, a list of the candidates and their marks on each paper of the Grade 13 examinations of 1964 and subsequent years.

(4) No duplicate statement of standing for the Grade 13 examinations of 1964 and subsequent years shall be issued for the purpose of admission to an Ontario university. O. Reg. 113/64, s. 12.

THE SPECIAL REVISING BOARD

74.—(1) A supervising examination board to be known as "The Special Revising Board" is established for the purpose of reviewing the marks of each candidate before the statement in Form 6 is issued.

(2) The Special Revising Board shall consist of sixteen members of whom eight shall be members of the staffs of the universities of Ontario and eight shall be representatives of the Minister. O. Reg. 113/64, s. 13.

(3) The Minister shall appoint the members of The Special Revising Board. O. Reg. 45/59, s. 74, (1, 3).

ALLOWANCES

75.—(1) An examiner-in-chief shall be paid,

(a) \$300 for setting a paper assigned to him by the Minister;

(b) \$32 for a six-hour day for attendance at board and committee meetings that the Minister requires him to attend; and

(c) \$32 for a six-hour day and for at least $3\frac{1}{2}$ hours on Saturday for,

(i) reading answer papers,

(ii) attendance at meetings with associate examiners, or

(iii) special duties assigned by the Minister.

(2) An examiner-in-chief or an examiner-in-chief designate whose place of residence is not in The Municipality of Metropolitan Toronto shall be allowed travelling and living expenses while engaged in his duties.

76.—(1) An associate examiner or other examiner appointed by the Minister shall be paid \$28 for a six-hour day and for at least $3\frac{1}{2}$ hours on Saturday for reading answer papers or assisting in the examination of candidates.

(2) An associate examiner or other examiner appointed by the Minister to act as chairman of a marking section shall be paid \$30 for a six-hour day and for at least 3½ hours on Saturday.

(3) An associate examiner or other examiner appointed by the Minister whose place of residence is not in The Municipality of Metropolitan Toronto shall, while engaged in his duties, be allowed,

- (a) travelling expenses to and from his place of residence for one round trip; and
- (b) where he establishes a place of residence in The Municipality of Metropolitan Toronto for the purpose of engaging in his duties, living expenses not exceeding \$4 for each day upon which he is so engaged.

77. A member of The Supervising Board who is not,

- (a) a civil servant within the meaning of *The Public Service Act*; or
- (b) a member of the staff of the Ontario College of Education,

shall be paid \$750 for his work including attendance at board and committee meetings that the Minister requires him to attend.

78. A member of The Special Revising Board who is not,

- (a) a civil servant within the meaning of *The Public Service Act*; or
- (b) a member of the staff of the Ontario College of Education,

shall be paid \$32 for a six-hour day and for at least 3½ hours on Saturday for attendance at board and committee meetings which the Minister requires him to attend. O. Reg. 10/62, s. 1.

79. A member of The Supervising Board or The Special Revising Board whose place of residence is not in The Municipality of Metropolitan Toronto shall be allowed travelling and living expenses while engaged in his duties. O. Reg. 45/59, s. 79.

NOTE: An Examiner travelling other than by railway will be allowed the equivalent of the return railway fare and vouchers must be submitted for meals and sleeping accommodation.